

Technical Branch  
Museum and Zoo Group  
Zoo Series

**PAVILION COMPLEX SUPERVISOR**

04/95

*Summary*

Under general supervision, direct and participate in the care of segment of Zoo animal collection consisting of South American species and other exotic animals and associated maintenance of exhibits, grounds and service areas.

*Typical Duties*

Oversee and perform work in the care of birds, fish, reptiles and small mammals, including primates. Involves: directing others or participating in the feeding and watering of zoo animals; recommending improvements in animal care; observing animals to detect signs of illness, injury or unusual behavior and responding to reports of such observations by zoo keepers; observing animals for mating behavior and monitoring propagation criteria in accordance with animal management plans; participating in behavioral conditioning programs and in the incubation and hand rearing of birds; performing animal handling activities to capture, restrain or transport animals or to assist veterinary staff in administering treatments; maintaining detailed records of animal behavior, physical condition, reproduction, genealogy or similar information.

Assist in general maintenance and modification of exhibits. Involves: inspecting animal enclosures, grounds and service areas for cleanliness and structural defects; coordinating repairs or enhancements with maintenance personnel by completing work order requests; making minor repairs and performing general maintenance, as required; assisting in planning and design of animal displays and habitats.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; ensuring adherence to applicable regulatory and professional animal management standards; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing specified duties and responsibilities essential to maintain continuity of operations and similarly performing any duties of subordinates or coworkers, if necessary; preparing schedules, animal management plans, staff routines; ordering and stocking animal food and supplies to maintain inventory; preparing budget data and reports; assuming leadership role in emergency response situations; providing information about the Zoo and its facilities to the public.

*Minimum Qualifications:*

Training and Experience: Graduation from high school or equivalent and four years experience in the care of zoo animals: including two years experience in the care of various species of birds, mammals and reptiles, one year experience caring for large community aquaria, invertebrates, and venomous reptiles, and one year experience directing the work of zookeepers; or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: exotic reptiles, fish, bird and small mammal care, feeding and handling methods and techniques. Good knowledge of: professional animal management standards; exotic animal behavior and husbandry techniques; zoo safety rules and regulations; physiology of and diseases common to taxonomic groups of animals in Pavilion complex; exotic animal nutrition and environmental requirements; employee training practices and procedures. Some knowledge of: maintenance and care of aquariums, aviaries, animal enclosures, and related equipment; supervisory techniques and administrative practices and procedures.

Ability to: train and supervise assigned personnel; detect unusual animal behavior and take appropriate action; maintain detailed records of animal behavior, physical condition, reproduction, genealogy or similar information; establish and maintain effective relationships with fellow employees and the general public; perform minor repairs and maintenance to animal enclosures; understand and follow oral and/or written instructions; comply with and enforce safe working practices and procedures.

Skill in the care, handling, restraint and transport of zoo animals.

*Special Requirements:* Subject to call back, and work flexible hours, weekends, holidays, and mandatory overtime, as required.

Licenses and Certificates: Valid U.S. Driver's License.

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Director of Personnel

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Department Head